

1 Organizational meeting of the Village of Carthage Board of Trustees
Held in the Board Room of the Carthage Municipal Building
December 6, 2010

Present: President, G. Wayne McIlroy, Trustees Michael Astafan, Rebecca Vary, Kathleen Latremore and Linda Smith-Spencer

Guests: One Participation in Government Student.

President McIlroy called the meeting to order at 7:00P.M. with a moment of silence for a former Trustee George Loomis and remembrance of Pearl Harbor, followed by the Pledge of Allegiance to the Flag.

Motion by Michael Astafan and Seconded by Rebecca Vary to approve the minutes of the November 15, 2010 meeting as presented by the Clerk. Motion carried unanimously.

PUBLIC FORUM:

CORRESPONDENCE:

President McIlroy informed the Board of the Grand Opening Celebration of the Carthage Area Hospital's Medical and Pediatric Centers open house on Thursday December 9, 2010 from 4:00 p.m. to 6:00 p.m.

Motion by Michael Astafan, and Seconded by Rebecca Vary to honor the request of the Carthage/Wilna Fire District Board of Commissioners to establish an address for the helipad as 690 South Washington Street as proposed by the Village Clerk/Treasurer. Motion carried unanimously.

Motion by Michael Astafan, and Seconded by Rebecca Vary to authorize to adopt Resolution #12 which supports NYCOM's position on opposing the proposed New York State property tax cap. Motion carried unanimously.

The Village Board received correspondence from Paul Storms who has been speaking with the Code Enforcement Officer Rick Soluri, about a concern with his neighbor's unstable garage on West End Avenue. Mr. Soluri has attempted to speak with the owner of the property, but as of today the owner has not been located.

Motion by Kathleen Latremore and Seconded by Linda Smith-Spencer to approve the Carthage Chamber of Commerce request to hold the 13th Annual Winterfest Celebration on February 12th, 2011 at the Recreation building. Motion carried unanimously.

OLD BUSINESS:

Trustee Linda Smith-Spencer reported that the discussion on ATV use in the Village of Carthage would be carried over to the next meeting when Village Attorney Mark Gebo would be present.

NEW BUSINESS:

Motion by Kathleen Latremore and Seconded by Linda Smith-Spencer to authorize the clerk to transfer funds as needed to balance accounts within the budget of the Village. The list is on file in the official minute folder of the Board of Trustees. Motion carried unanimously.

Motion by Kathleen Latremore and Seconded by Linda Smith-Spencer to accept the New York State Department of Transportation Snow and Ice Agreement Execution for the 2011-2012

season in the amount of \$54,675.39 and further authorize President McIlroy to sign the agreement on behalf of the Village of Carthage. Motion carried unanimously.

Motion by Michael Astafan and Seconded by Rebecca Vary to adopt Resolution 13-2010 regarding Section 2019-A of the Uniform Justice Court requiring an annual audit of court records. Motion carried unanimously.

Motion by Kathleen Latremore and Seconded by Michael Astafan to accept the annual appointments and designations as presented by the Board and kept on file in the official Village Minutes. Motion carried unanimously.

Clerk/Treasurer:	Sherry L. Sears
Deputy Clerk:	Wendy Oliver on a probationary basis until May 2, 2011
Justice Court Clerk:	Lori Borland
Acting Court Justice:	Richard Buckingham
Code Enforcement Officer:	Rick Soluri
Dog Warden:	Edgar Countryman
DPW Superintendent:	Danny Trembley
Historian:	Laura Prievo
Registrar:	Sherry L. Sears
Deputy Registrar:	Wendy Oliver
Planning Board Recorder:	Wendy Oliver
Planning Board Member:	Patricia Bush 07/2010 to 07/2015
Planning Board Member:	Sean McHale 07/2011 to 07/2016
Cooperative Zoning Board:	Bette Shampine 12/31/10 to 12/31/15
Village Attorney:	Mark Gebo

President McIlroy presented his list of Liaison Appointments.
Michael Astafan – Deputy President, DPW, Chairman of the Utility Board, EDCC Board member.
Rebecca Vary – Buildings/Grounds, Utility Board member, RACOG member and Retail Committee.
Kathleen Latremore – Recreation, Code Enforcement, Utility Board member
Linda Smith Spencer – Water Department.
With the RACOG Retail Committee vacant

Motion by Rebecca Vary Seconded by Linda Smith-Spencer to adopt the 2011 Official Board Meeting Schedule. Motion carried unanimously. (Attachment A)

Designation of Official Newspaper Resolution

WHEREAS the Board of Trustees for the Village of Carthage have determined that the “Carthage Republican Tribune” and/or the “Watertown Daily Times” shall be designated at the official newspaper.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the “Carthage Republican Tribune and/or the Watertown Daily Times” as the official newspaper for any/all legal notice deemed necessary.

Section 2. That this Resolution shall take effect immediately.

Motion by Linda Smith-Spencer Seconded by Kathleen Latremore the foregoing resolution number 14 - 2010 was duly adopted. Motion carried unanimously with Trustee Astafan abstaining.

Designation of Official Depositories Resolution

WHEREAS the Board of Trustees for the Village of Carthage has determined that Village Law 4-412(3)(2) requires the designation of banks or trust companies for the deposit of Village of Carthage monies:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as official depositories of all moneys received by the Village Treasurer, Clerk and Receiver of Taxes: HSBC Bank USA

Section 2. That this Resolution shall take effect immediately.

Motion by Michael Astafan Seconded by Kathleen Latremore the foregoing resolution number 15- 2010 was duly adopted. Motion carried unanimously.

Motion by Linda Smith-Spencer Seconded by Kathleen Latremore to adopt the annual Procurement Policy as written. Motion carried unanimously. (Attachment B)

Advanced Approval of Claims

WHEREAS the Board of Trustees for the Village of Carthage has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, express charges, and

WHEREAS all such claims shall be presented at the next regular meeting for audit, and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees,

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees of the Village of Carthage authorized payment in advance of audit claims for public utility services, postage, freight & express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately upon approval.

Motion by Rebecca Vary Seconded by Michael Astafan to adopt Resolution # 16 -2010 to adopt the advanced approval of claims policy. Motion carried unanimously.

Mileage Allowance Resolution

WHEREAS the Board of Trustees for the Village of Carthage has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village of Carthage who use their personnel automobiles while performing their official duties on behalf of the Village.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate allowable by the Internal Revenue Service at the time the mileage expense incurred.

Section 2. That this resolution shall take effect immediately upon approval.

Motion by Michael Astafan Seconded by Kathleen Latremore to adopt Resolution # 17-2010 to adopt the Mileage Allowance policy.

Attendance at School, Conferences and Meetings Resolution

WHEREAS there is to be held during the coming official year a) the New York State Conference of Mayors' Annual Meeting and Training School; b) The New York State Conference of Mayors' and Fall Training School for Fiscal Officers and Municipal Clerks; c) New York State Association of City and Village Clerks' workshops' d) North Country Association of Village Clerk's and Clerk/Treasurer's meetings;

WHEREAS it is determined by the Board of Trustees for the Village of Carthage that attendance by certain municipal officials and employees at one or more of these meetings, conferences, or schools, benefits the municipality:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are hereby authorized to attend the schools, conferences, and /or meetings as listed above; President, Trustees, Clerk /Treasurer, Chief of Police, Water Superintendent, and Department of Public Works Superintendent.

Section 2. That this resolution shall take effect immediately upon approval.

Motion by Rebecca Vary Seconded by Linda Smith-Spencer the foregoing resolution number 18 - 2010 was duly adopted. Motion carried unanimously.

Motion by Rebecca Vary Seconded by Michael Astafan to readopt the official Village of Carthage Investment policy. Motion carried unanimously.

Motion by Linda Smith-Spencer Seconded by Kathleen Latremore to authorize President G. Wayne McIlroy and Village Clerk/Treasurer Sherry L. Sears to have check signing authority on all Village accounts. Motion carried unanimously.

Motion by Michael Astafan and Seconded by Kathleen Latremore to provide a \$40 incentive bonus to all full time Village employees and the part time office clerk for their hard work during the 2010 year. The certificates will be redeemed at the Carthage Market. Motion carried unanimously.

Motion by Kathleen Latremore and Seconded by Michael Astafan to approve payment to Avalon Associates in the amount of \$1,484.48 for administrative services that qualified for the 2009 Community Block Development Grant. Motion carried unanimously.

The Treasurers report was presented with no questions other than Deputy President Astafan asking if this could be presented at every meeting instead of once a month and thanking the clerk for a job well done.

The Village Board requested the Clerk/Treasurer contact Advance Business Systems for a quote on a computer package, which would allow any Board of Trustee member the ability to review and check the monthly bank statements. This computer system would be located in the President's office.

Motion by Kathleen Latremore, Seconded by Linda Smith Spencer to approve payment of payrolls as follows: General Fund P/R #A31, 32, 33, 33A,34, 34A & 35 \$45,219.32; Water Fund, #F 31, 32, 33, 34, & 35 \$6,762.71; Sewer Fund, #G31, 32, 33 & 35 \$7,907.99; and Joint Fund, #J13, 13A, 14 & 34, \$16,659.90. Motion carried unanimously.

PRESIDENT MCILROY'S UPDATE:

President McIlroy informed the board that the next Waste Water Pollution Control Facility meeting is Wednesday December 15 at 4:15 at the Carthage Municipal Building. Then President McIlroy explained that the DPW Superintendent's of the Village of Carthage and Village of

West Carthage decided to merge their two Christmas parties into one party and alternate the location of the party each year. The joint Carthage and West Carthage Department of Public Works Christmas Party will be Friday December 17th at noon at the West Carthage Municipal Building.

Motion by Michael Astafan and Seconded by Rebecca Vary to authorize the Department of Public Works to install a temporary sign, provided by the Library, that indicates the level of fundraising to date for the expansion of the Library, provided the Carthage Free Library signs a hold harmless agreement with the Village. Motion carried unanimously.

LIAISON REPORTS AND COMMENTS:

Trustee Michael Astafan reported that Danny did not have the signage information for the Thorpe Street intersection available yet but he believes he would have this information at the next meeting.

MEDIA QUESTIONS:

ADJOURNMENT:

Motion carried to adjourn at 8:12 P.M.

Sherry L. Sears Village Clerk/Treasurer